



U.S. Department of Justice

Office of Justice Programs

*Office for Civil Rights*

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Washington, D.C. 20531

October 4, 2005

Lari Koga, Administrator  
HI Dept. of the Attorney General  
Crime Prevention Justice  
Assistance Division  
425 Queen Street  
Honolulu, Hawaii 96813

Re: EEOP for the Hawaii Department of the Attorney General

Dear Mr. Koga:

The Office for Civil Rights has reviewed and approved the Equal Employment Opportunity Plan (EEOP) which you submitted in accordance with the provisions of your recent grant award. The plan that you submitted conforms to the *Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan*, which is a guide to providing the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* Your approved plan is effective for two years from the date of this letter.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Alston", is written over a horizontal line.

Michael L. Alston, Director  
Office for Civil Rights

MLA:deb

OCT -7 2005

EEOP SHORT FORM  
STEP 1: INTRODUCTORY INFORMATION

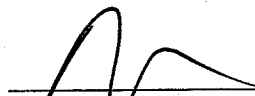
Grant Title: Victims of Crime Act Victim Assistance Grant Program  
Grant Number: 2005-VA-GX-0046  
Amount: \$1,973,000  
Address: 425 Queen Street  
Honolulu, HI 96813  
Contact Person: Lari Koga, Administrator  
Crime Prevention Justice Assistance Division  
Telephone Number: (808) 586-1154

Date and Effective Duration of EEOP: 8/8/05 - 8/7/07

Policy Statement

The Department of the Attorney General assures equal employment opportunity to all persons and strives to provide a work environment that is fair, respectful, and free from discrimination and harassment on the basis of race, religion, sex, age, national origin, disability, or any other factor not directly job-related. This policy applies to all employment activities, such as recruitment, promotion, demotion, discipline, benefits, compensation and training. We will take employment actions within the scope of Federal and State law to maintain a workforce reflective of the civilian labor force in the State of Hawaii as much as possible.

Persons who feel they have been subjects of discrimination based on any of the protected classes in any employment action are urged to speak to the Department's Equal Employment Opportunity Officer. Any employee found to have intentionally based an employment decision on any of the protected classes of work may be subject to appropriate disciplinary action.

  
\_\_\_\_\_  
Mark J. Bennett, Attorney General

AUG 23 2005

\_\_\_\_\_  
Date

STEP 2: AGENCY'S WORKFORCE - See Attachment 1

Classes of work previous designated Paraprofessionals have been reclassified in accordance with Instructions for Using 2000 Census Data in Developing an EEOP issued by the Office of Justice Programs, U. S. Department of Justice. Three classes of work (Social Service Assistant IV, Support Payments Officer, and Supervising Support Payment Officer) are now included in the Administrative Support category.

EEO Occupational Categories of Protective Services, Skilled Craft and Service Maintenance are not reflected on the chart as the Department of Attorney General does not have any positions in these categories.

STEP 3: COMMUNITY LABOR STATISTICS (CLS) - See Attachment 2

From EEO Data Tool for Hawaii from Census 2000, U. S. Census Bureau

STEP 4a: UTILIZATION ANALYSIS - See Attachment 3

Comparison of the Agency's Workforce with the Community Labor Statistics

STEP 4b: NARRATIVE UTILIZATION ANALYSIS

The Department of the Attorney General still has the greatest underutilization in the White ethnic group, although the statistics reflect an improvement since the last report of June 2003.

	June 2003	July 2005
White Males		
Officials and Administrators	-12.90 %	-11.65%
Professionals	- 4.64%	- 5.24%
Administrative Support	- 5.72 %	- 5.14%
White Females		
Professionals	- 13.02%	- 8.71%
Technicians	- 12.80%	- 5.25%
Administrative Support	- 14.29%	- 8.37%

Although the Department has an underutilization in all occupational categories for Blacks, the Community Labor Statistics for the State reflects that Blacks occupy less than 1% of each occupational category. Therefore, the underutilization is not significant.

Our statistics reflect an underutilization in Hispanics in all occupational groups by more than 1%, the largest difference being Female Administrative Support at 4.56%. It should be noted, however, that the Technicians occupy only 15 (2.48%) out of 605 total positions in the Department.

In the previous EEOP, we reported an underutilization of Male Asian and Pacific Islanders in all categories, except for Professionals. Our current analysis shows that an underutilization of 10.66% exists for Male Asian and Pacific Islanders in the Administrative Support category and 1.00% in the Officials and Administrators category.

In the Other category, we have no Males or Females in the Officials and Administrators category resulting in underutilizations of 3.63% and 2.76% respectively. In addition, we have no male Technicians resulting in an underutilization of 3.25%. Our lone male employee in the Administrative Support Category results in an underutilization of 1.89%.

#### STEP 5: OBJECTIVES

The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary.

We will, however, continue to monitor our recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

#### STEP 6: STEPS TO ACHIEVE OBJECTIVES

The Personnel Office with the assistance of the Administrative Services Manager has taken a more active role in assisting managers and supervisors to develop and use job-related documented selection criteria in their interview process. We will continue these efforts.

After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will be more involved in providing advice and guidance to staff.

Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Applications for attorneys are posted on our Department's website; completed applications are made available to division supervisors.

**STEP 7: DISSEMINATION**

The EEOP will be posted on the Department's Intranet for review by employees. They will be notified when the plan is posted and encouraged to read it and refer any questions to the EEO Officer. In addition, the plan will be posted on the Department's website for public review.

A copy of the plan will be disseminated to each division supervisor for review prior to the meeting at which the EEO Officer will give a brief overview and answer specific questions.

As they are in-processed, new employees will be informed of the Director's commitment to equal employment principles, the availability of the EEOP for review on the intranet, and the various processes available for handling complaints.

DEPARTMENT OF THE ATTORNEY GENERAL WORKFORCE - JULY 31, 2005

	MALES						FEMALES					
	Total	White	Black	Hispanic	A/P IsI	Others	White	Black	Hispanic	A/P IsI	Others	
Officials/Administrators	23	2	0	0	7	0	5	0	0	9	0	
		8.70%	0.00%	0.00%	30.43%	0.00%	21.74%	0.00%	0.00%	39.13%	0.00%	
Professionals	319	40	1	1	105	12	31	0	0	116	13	
		12.54%	0.31%	0.31%	32.92%	52.17%	9.72%	0.00%	0.00%	36.36%	4.08%	
Technicians	15	2	0	0	5	0	1	0	0	6	1	
		13.33%	0.00%	0.00%	33.33%	0.00%	6.67%	0.00%	0.00%	40.00%	6.67%	
Administrative Support	248	3	0	0	12	1	13	0	0	200	19	
		1.21%	0.00%	0.00%	4.84%	0.40%	5.24%	0.00%	0.00%	80.65%	7.66%	
<b>TOTAL</b>	<b>605</b>	<b>47</b>	<b>1</b>	<b>1</b>	<b>129</b>	<b>13</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>331</b>	<b>33</b>	
		<b>18.95%</b>	<b>0.40%</b>	<b>0.40%</b>	<b>52.02%</b>	<b>5.24%</b>	<b>20.16%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>133.47%</b>	<b>13.31%</b>	

COMMUNITY LABOR STATISTICS - 2000 CENSUS OF POPULATION

	MALES						FEMALES					
	Total	White	Black	Hispanic	A/P Isl	Others	White	Black	Hispanic	A/P Isl	Others	
Officials/Administrators	77620	15790	500	1705	24400	2814	9690	255	1720	19670	2140	
		20.34%	0.64%	2.20%	31.44%	3.63%	12.48%	0.33%	2.22%	25.34%	2.76%	
Professionals	101360	18025	785	1495	22955	1775	18680	605	2310	30810	3195	
		17.78%	0.77%	1.47%	22.65%	1.75%	18.43%	0.60%	2.28%	30.40%	3.15%	
Technicians	11500	1450	55	380	3735	374	1370	80	295	3370	384	
		12.61%	0.48%	3.30%	32.48%	3.25%	11.91%	0.70%	2.57%	29.30%	3.34%	
Administrative Support	149890	9525	710	2615	26920	3440	20405	935	6830	70770	7745	
		6.35%	0.47%	1.74%	17.96%	2.30%	13.61%	0.62%	4.56%	47.21%	5.17%	
TOTAL	340370	44790	2050	6195	78010	8403	50145	1875	11155	124620	13464	
		13.16%	0.60%	1.82%	22.92%	2.47%	14.73%	0.55%	3.28%	36.61%	3.96%	

DEPARTMENT OF THE ATTORNEY GENERAL - UTILIZATION ANALYSIS - JULY 31, 2005

MALES

FEMALES

TOTAL

	White	Black	Hispanic	A/P Isi	Others	White	Black	Hispanic	A/P Isi	Others	TOTAL
<b>OFFICIALS AND ADMINISTRATORS</b>											
Workforce #/%	2 8.70%	0 0.00%	0 0.00%	7 30.43%	0 0.00%	5 21.74%	0 0.00%	0 0.00%	9 39.13%	0 0.00%	23
CLS #/%	15790 20.34%	500 0.64%	1705 2.20%	24400 31.44%	2814 3.63%	9690 12.48%	255 0.33%	1720 2.22%	19670 25.34%	2140 2.76%	77620
Utilization %	-11.65%	-0.64%	-2.20%	-1.00%	-3.63%	9.26%	-0.33%	-2.22%	13.79%	-2.76%	

	White	Black	Hispanic	A/P Isi	Others	White	Black	Hispanic	A/P Isi	Others	TOTAL
<b>PROFESSIONALS</b>											
Workforce #/%	40 12.54%	1 0.31%	1 0.31%	105 32.92%	12 3.76%	31 9.72%	0 0.00%	0 0.00%	116 36.36%	13 4.08%	319
CLS #/%	18025 17.78%	785 0.77%	1495 1.47%	22955 22.65%	1775 1.75%	18680 18.43%	605 0.60%	2310 2.28%	30810 30.40%	3195 3.15%	101360
Utilization %	-5.24%	-0.46%	-1.16%	10.27%	2.01%	-8.71%	-0.60%	-2.28%	5.97%	0.92%	

	White	Black	Hispanic	A/P Isi	Others	White	Black	Hispanic	A/P Isi	Others	TOTAL
<b>TECHNICIANS</b>											
Workforce #/%	2 13.33%	0 0.00%	0 0.00%	5 33.33%	0 0.00%	1 6.67%	0 0.00%	0 0.00%	6 40.00%	1 6.67%	15
CLS #/%	1450 12.61%	55 0.48%	380 3.30%	3735 32.48%	374 3.25%	1370 11.91%	80 0.70%	295 2.57%	3370 29.30%	384 3.34%	11500
Utilization %	0.72%	-0.48%	-3.30%	0.86%	-3.25%	-5.25%	-0.70%	-2.57%	10.70%	3.33%	

	White	Black	Hispanic	A/P Isi	Others	White	Black	Hispanic	A/P Isi	Others	TOTAL
<b>ADMINISTRATIVE SUPPORT</b>											
Workforce #/%	3 1.21%	0 0.00%	0 0.00%	12 4.84%	1 0.40%	13 5.24%	0 0.00%	0 0.00%	200 80.65%	19 7.66%	248
CLS #/%	9525 6.35%	710 0.47%	2615 1.74%	26920 17.96%	3440 2.30%	20405 13.61%	935 0.62%	6830 4.56%	70770 47.21%	7745 5.17%	149890
Utilization %	-5.14%	-0.47%	-1.74%	-13.12%	-1.89%	-8.37%	-0.62%	-4.56%	33.43%	2.49%	

TOTAL NO. OF EMPL 605